ARTIFICIAL INTELLIGENCE (AI) GUIDANCE *for Employees*

Navigating the evolving landscape of AI in education requires a balanced approach. While its potential to enhance learning is undeniable, ethical considerations and responsible use are paramount. This document provides employees with a framework to harness AI's power while mitigating potential risks. Together, we can foster an inclusive and equitable learning environment where technology empowers all employees to thrive.

Data Protection

Read through terms of use and privacy policy before using AI tools to identify risks with collected data and its use.

Obtain necessary approval from school administration and state offices.

Avoid entering personally identifiable information (PII) into AI tools.

Human Oversight

Ensure human inquiry guides the use of AI tools by formulating clear questions and tasks.

Prioritize expertise by using AI tools to supplement, not supplant instructional roles.

Critically evaluate AI-generated content for alignment to objectives, accuracy, and source verification.

Fairness and Equity

Cite AI-generated content in materials or documents to uphold ethical AI use by preventing plagiarism.

Promote critical evaluation of information by educating users about AI limitations, including bias and stereotyping.

Monitor usage of AI tools to ensure equitable access for all.

Accountability

Develop clear expectations outlining acceptable and prohibited uses of AI tools.

Avoid using AI detection tools solely to determine plagiarism due to limitations of AI detection tools.

Establish a transparent process for handling situations from AI misuse or concerns.

Assessment and Effectiveness

Regularly assess the impact of AI tools on learning outcomes.

Explore how AI can transform assessments and feedback loops to align with active learning and assess critical thinking skills.

Use AI to analyze, assess and generate insights for better learning design, personalized instruction, and improvement.

Professional Development

Offer ongoing professional development opportunities on the responsible use of AI tools.

Promote critical thinking and best practices for integrating AI tools into the workflow.

Facilitate open discussions and collaboration among employees on the use of AI.

The recommendations outlined in this document will be updated based on ongoing research and development in the field of artificial intelligence.

ARTIFICIAL INTELLIGENCE (AI) GUIDANCE *Support*

Office of Curriculum and Instructional Design	Office of Information Technology Services	Office of Strategy, Innovation and Performance
Capacity building and implementation support. bit.ly/ocid-ai	Digital security and access support. help.hidoe.org	Data privacy and sharing support. bit.ly/osip-studentprivacy

Guidelines

The commitment to ethically use technological resources is highlighted through various policies and guidelines. These include adherence to federal regulations, state laws, board of education policies, and school standards and rules. Visit the OCID Digital Design Team AI website for more information related to guidelines and resources: bit.ly/ocid-ai

Acceptable Use Guidelines | Technology Responsible Use Guidelines | DOE Code of Conduct

Resources

AI Guidance For Schools Toolkit
teachai.org/toolkit-addendums

Artificial Intelligence in Education
iste.org/ai

AI Ethics Guide
bit.ly/isteai-ethics

School Leader Guide
bit.ly/isteai-schoolleader

Elective Educator Guide
bit.ly/isteai-elective

Elementary Educator Guide
bit.ly/isteai-elem

Secondary Educator Guide
bit.ly/isteai-secondary

Computer Science Educator Guide
bit.ly/isteai-cs